



COMMUNITY DEVELOPMENT DEPARTMENT

17555 Peak Avenue Morgan Hill CA 95037 (408) 779-7241 Fax (408) 779-7236
Website Address: www.morgan-hill.ca.gov

Filing Requirements for CULTURAL RESOURCES DESIGNATION

A. **PURPOSE**

The Cultural Resources designation process is intended to allow the consideration and approval of a site, structure, or district as a Cultural Resource by the City's Planning Commission. The process shall proceed pursuant to Section 2.36.040 and Chapter 18.75 of the Municipal Code.

B. **FILING REQUIREMENTS**

1. Submittal
 - a. Uniform Application
 - b. Vicinity Map (see section C)
 - c. Letter of Justification (see section D)
 - d. Public Hearing Noticing Requirements (see section E)
 - e. Pictures of all four sides of structure or all areas of site depending upon request
 - e. Filing Fee (see Fee Schedule attached to the Uniform Application)
 - f. Any additional plans as deemed necessary by the Planning Commission

C. **VICINITY MAP**

The Vicinity Map shall be drawn to scale and provide accurate information concerning street and lot patterns in the area of the subject property. (see example on page 3)

D. **LETTER OF JUSTIFICATION**

Provide detailed written justification outlining the request for a Cultural Resources Designation. Give a detailed explanation of the criteria that support the request. See Section 18.75.070 of the Municipal Code for further details.

E. **PUBLIC HEARING NOTICING REQUIREMENTS**

Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)

1. One set of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
 - Use stamps, **do not use postage meter**
 - Be sure to include Assessor's Parcel Number **above** owner's name
 - Do not put return address on envelopes

2. Mailing List Affidavit (attached to Uniform Application)

See Public Hearing Requirement Examples attached to the Uniform Application